



**Northern Lights**  
LEARNING TRUST

# Health and Safety Policy

<b>Review Date:</b>	<b>Autumn 2022</b>
<b>Next Review Due:</b>	<b>Autumn 2023</b>
<b>Person in Charge:</b>	<b>COFO</b>
<b>Governance:</b>	<b>Chair of Board</b>

# **Northern Lights Learning Trust**

## **Signed off by: Chair of Governors**

### **Date from: Autumn 2022**

### **Review Date: Autumn 2023**

#### **Pastoral Care/Spiritual Development**

The quality of relationships between all members of school staff and pupils, and the relationship with parents and carers is the area that is most commonly associated with the ethos of the schools in our Trust. It is expressed in the terms of sharing and caring. In the Church schools in our Trust, we follow the teachings of:

‘Love your neighbour as yourself’ – Matthew 22:39.

‘This is my commandment: love each other’ - John 15:17.

In our schools we believe every pupil is an individual who is valued for who they are.

We have a series of overlapping networks of relationships, which includes governors, staff, children, parents, church members, and members of the community which the school seeks to serve. Our pastoral work will strive to meet the significant challenge to create and maintain such networks including in our Church schools in ways which reflect the Gospel. Those who are in leadership roles, which includes all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

It is from this premise that both Christian and spiritual love will pervade all aspects of life at Northern Lights Learning Trust. It will influence how we reward and teach discipline. It will affect how we value work and the achievements of pupils and staff. It will be seen in the way in which the school environments are created and cared for, in the way in which the needs of pupils, parents, and community are met, and in the way in which teaching and non-teaching staff work together effectively as a team. Pastoral care pervades all aspects of school life and therefore will be reflected in the way the schools are organised and the policies are written and implemented.

**The Trust’s Health and Safety Policy is part of the Trust’s safeguarding system.**

#### **Introduction**

For the purposes of compliance with the Health & Safety at Work etc. Act 1974 (HSW Act), and all legislation enforced under the HSW Act, the Trust is the employer.

The purpose of this policy is to indicate the organisation and management arrangements for applying these policies at a local level within any academy within the Trust. The Trust has committed to an SLA with an independent company to support the school in managing this policy effectively.

Each member of staff will be issued with a copy when joining as an employee of the Trust as part of the Induction process, in each academy. The policy will be available to all staff at all times via Smart log.

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Part 2	Roles and responsibilities
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## **PART 1 - GENERAL STATEMENT**

1. The Trust and CEO recognise and accept their respective responsibilities under the Health & Safety at Work etc. Act 1974 and, as an employer, is committed to providing a safe and healthy workplace for all its employees.
2. The Trust, CEO and all staff will, individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
  - Plant, equipment and systems of work, that are safe;
  - Safe arrangements for the use, handling, storage and transport of articles and substances;
  - Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health & safety at work;
  - A safe place of work and access to it;
  - A healthy working environment and adequate welfare facilities.
3. Although it is the duty of the Trust and CEO to ensure the health, safety and welfare of all persons, all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & Safety Policy and are familiar with its contents.
4. An external SLA provides competent technical advice on health and safety matters, where necessary to assist such employees in their task and comply with The Management of Health and Safety at Work Regulations 1999.
5. No safety policy is likely to be successful unless it actively involves work people themselves. Where consultative forums are already established, the constitutions of the relevant committees will be extended so as to include health and safety at work specifically within their terms of reference and enable representation. These terms of reference will be recorded and reviewed on an annual basis.
6. Staff will co-operate fully in the appointment of representatives by recognised trade unions and, where necessary, will provide them with sufficient facilities and training to carry out this task. Where health and safety is a more significant feature in the operation of a particular department, the CEO will establish departmental or academy safety committees, as appropriate.

Signed: J. Heaton  
Jo Heaton, CEO

Signed: M. Stoney  
Chair of Trust,

## Part 2. Roles and Responsibilities

It is recognised that ultimately the Trust and CEO are responsible. However, roles and responsibilities have been designated to various staff. Each school Key staff roles for each school are to be completed

### 1. The Trustees

- Ensure that health and safety arrangements are adequately resourced and competent advice is available and accessed when required.
- Make themselves aware of this policy and ensure that copies are maintained and accessible in school and that a copy has been issued to all members of staff.
- At least annually, or more frequently, when necessary, monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from the SLA External Company (Competent Person) where necessary.
- Ensure that the CEO and staff take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by:
  - developing generic risk assessments;
  - taking account of reports from monitoring;
  - reviewing the application of this policy from time to time and at least annually.
- Ensure that health and safety functions of all staff are clearly described within job descriptions.
- Support the CEO by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by:
  - involving staff with risk assessment;
  - investigating accidents;
  - communicating via staff meetings, notice boards, circulation of minutes, liaison with union reps, safety inspections and appropriate training.
- Advise the HSE of and obtain advice on the control of any significant health and safety risks which exist and which the Trustees cannot remedy due to insufficient finance.
- Ensure that all liability is covered by adequate insurance and details of insurance is displayed at each Trust property.
- Ensure trust staff, pupils and parents in our academies are ~~involved~~ consulted in decisions that affect their health and safety.

## **2. The CEO/COFO**

- Ensure that a written copy of the Trust Health & Safety Policy is prepared for approval by the Trust and issued to each member of trust staff.
- Evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by:
  - developing generic risk assessments;
  - taking account of reports from monitoring;
  - reviewing the application of this policy from time to time and at least annually.
- Day to day responsibility for ensuring central team and hub staff understand, implement and comply with this policy in all trust sites. Prepare reports and ensure the directors are kept informed of any health and safety issues or concerns.
- Ensure ratified policies are shared on the compliance system for viewing by staff and respond to any queries or concerns they may have.
- Determining if accidents are RIDDOR reportable and submitting the report to the HSE if necessary.

## **3. The Headteacher**

- Within their level of responsibility and with the resources available to them, have responsibility for the management of health and safety in school on a day-to-day basis.
- Have day-to-day responsibility on behalf of the Trust to ensure that this policy is understood, implemented and complied with at all times and at all levels.
- Take a direct interest in the policy and support the Trust with any monitoring and review.
- Arrange for any safety induction or subsequent training found to be necessary.
- Co-operate fully in the training of Safety Representatives and arrange consultation procedures as appropriate.
- Ensure, where reasonably practicable that only safe working practices are used, in order to provide maximum safety for all personnel under their charge.

Liaise with the Safeguarding Governor on the Local Governing Body, concerning health and safety matters and welfare at work.

- Maintain good housekeeping standards in their school at all times.

## **4. Office Managers**

- Ensure training records are maintained and are accessible.
- Ensure procedure is in place for reporting defects to the site staff and ensuring staff are aware of the process.
- Liaise with H&S company when advice required on all aspects of H&S in their school
- Ensuring risk assessments are uploaded to the compliance system and available for all staff to view
- Ensuring new contractors are competent, have the required insurance and have undertaken relevant training before engaging them to do work and this information is available on the trust approved contractors list.

**5. Site staff**

- Ensure any equipment or machinery which have defects reported are checked and taken out of use when necessary
- Repair defected equipment or machinery when possible or arrange for a contractor to, if specialist role e.g., plumbing, electricity
- Lead the H&S annual audit with the external company ensuring access to the premises and records is available
- Supporting the review of site-specific risk assessments

**6. All Employees**

- Ensure, where reasonably practicable that only safe working practices are used by them and persons who are under their charge.
- Ensure that any health and safety problem, which cannot be resolved, is raised quickly with the Headteacher.
- Make themselves familiar with the Health and Safety Policy (including risk assessments) of the school or trust including any safety rules and codes of practice that have been established.
- At all times, make full use of appropriate safety equipment and protective clothing and make full use of appropriate safety devices.
- Report any accidents, unsafe working practices or systems of work, which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment to the Headteacher.
- Take reasonable care of the safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work.
- Co-operate with senior leaders and other staff to enable them to carry out their own responsibilities.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare by the Trust.
- Ensure adequate supervision is available to supervise children adequately.
- Schools should complete and keep up to date names of staff fulfilling the following roles within each site so it is accessible to the central team and staff within the school in the event of an emergency
  - **Premises Manager:**
  - **Site Manager:**
  - **SAMO/SACO:**
  - **Legionella:**
  - **VSE assessor:**
  - **Senior First Aider:**

- **First Aiders:**
- **Medication :**

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## **7. Safety Representatives**

Where trade union representatives request to appoint a member of staff as a Union Safety Representative, the Academy will afford them this facility in accordance with the Safety Representative and Safety Committees Regulations 1977. Also, non-union representatives are entitled to be represented under the Health & Safety (Consultation with Employees) Regulations 1996.

The Headteacher will:

- Ensure that the management and employees of the school co-operate effectively in promoting and developing measures for health, safety and welfare at work, in consultation with appointed representatives and afford them sufficient paid leave of absence for the purpose of fulfilling their duties.
- Identify Union Safety Representatives on the HSE Health & Safety Law Poster, displayed in the school and below.

### **Appointed Union Safety Representatives**

The unions /associations have not requested representation.

## **8. Legal Framework**

The following is a brief guide to the legislation for the benefit of all staff of the trust.

- Health and safety legislation is enforced by the Health & Safety Executive (HSE), in accordance with the requirements of the Health & Safety at Work Act etc. 1974 and other relevant legislation.
- Under this criminal law, the Trust is ultimately responsible for health and safety in the academies. An independent company has provided the individual academies with a framework for health and safety management as part of the SLA and the academy should work within this to ensure compliance with health and safety. It includes the development and maintenance of policies, and the provision of guidance, on the management of foreseeable risks to health and safety in schools including those associated with building maintenance.
- As part of the SLA, the independent company will monitor standards of health and safety in schools, in particular ensuring adequate risk assessments are developed in accordance with generic guidance. The academy remains responsible for reporting accidents and ill health resulting from the work activity in schools as part of the SLA which the school have engaged in.



- The Headteacher will ensure all procedures described in this policy are implemented. Staff are required to co-operate with the H&S companies monitoring procedures, reporting any matters that may jeopardise their ability to comply with health and safety legislation.
- Section 7 of the HSW Act 1974 places a duty on all employees of the trust to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or other persons.
- The Headteacher and academy staff are required to co-operate as far as is necessary so that the Local Governing Body and Board of Trustees can comply with any duties or requirements placed on them by any of the relevant statutory provisions.
- A person who does not co-operate may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction at a magistrates' court of a fine up to £20,000 for each breach of ss2-6 of the HSW Act, in Crown Court the fines are unlimited.

## **9. HM Inspectors of Health & Safety**

- Inspectors may enter school premises at any time, without notice, but in practice they would usually notify Children's Services Health & Safety Co-ordinator of a proposed visit to a school.
- Section 21 of the Act empowers a duly appointed Inspector under the Act to serve any person an Improvement Notice stating that he/she is contravening the Act of one or more of the statutory provisions and requiring the person to remedy the contravention within a specific time limit.
- Section 22 of the Act empowers an Inspector to issue a Prohibition Notice upon any person in control of activities, which constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced.
- Inspectors also have the power to issue notices under the Fee for Intervention Scheme to recover the costs of addressing compliance issues in school.
- The Headteacher will advise the CEO and Chair of the Local Governing Body immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- The CEO will advise the Diocesan Authority and Chair of Board immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Headteacher and CEO, who will, immediately, inform the Chair of the Local Governing Body and Chair of the Trust.

### **PART 3 - PROCEDURAL ARRANGEMENTS**

1. The Management of Health & Safety
2. Risk Assessments
3. Workplace Requirements
4. Control & Management of Contractors & Reporting Repairs
5. Management of Asbestos (Where relevant)
6. Violence & Aggression: Reporting Procedures
7. Accident Reporting
8. First Aid Arrangements
9. Provision & Use of Work Equipment
10. Display Screen Equipment
11. Personal Protective Equipment
12. Manual Handling of Inanimate Objects
13. Moving & Assisting People
14. Fire: Precautions & Emergency Procedures
15. Control of Substances Hazardous to Health
16. Electricity at Work
17. Prevention & Control of Legionellosis
18. Boiler & Electrical Room Safety & Maintenance of Heating Plant
19. Playground Safety
20. Vehicle Movement on School Premises
21. Visits to Farms
22. Outdoor educational guidelines and school visits
23. Arrangements for New Staff
24. Further technical information and advice

## **1. The Management of Health & Safety**

The Headteacher and staff recognise that, like any work activity, health and safety has to be managed proactively in school. The ultimate aim is to reduce the incidence of work-related accidents, and ill health that may otherwise affect pupils, employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

Apart from the moral and legal duties, failure to do so, results in civil claims costs for accidents and ill health against the academy/trust. The majority of these costs are not met by insurance, but from academy funds, which reduces financial resources available to pupils within the school.

All staff are responsible for contributing to this proactive culture by applying the principles of this policy. Health and Safety is a standard item on regular staff meetings and this contributes to open discussion about issues in school. Liaison is achieved with the Governors by making minutes of meetings available. Relevant staff are co-opted onto this committee where appropriate.

Advice on the technical aspects of health and safety and training is available from the external provider.

## **2. Risk Assessments**

The schools have followed guidance and developed generic risk assessments so that they are specific to the academies. These are available on the trust compliance system and are updated annually in September, and throughout the year if necessary if circumstances change or new legislation is issued so that all staff know how to ensure their health and safety and that of others. Any queries should be raised with the Headteacher. Appendix A shows a list of the statutory risk assessments the academies must have. This is not exhaustive and the headteacher, office manager or site staff may decide other activities also need a risk assessment. Appendix B is a risk assessment template which should be applied by risk assessors in all our academies.

## **3. Workplace Requirements**

For guidance on areas such as temperature, space, toilet facilities, lighting etc. staff should consult the site staff within their school

## **4. Control & Management of Contractors & Reporting Repairs**

The trust has an approved contractors list. Where possible, only contractors on this list should be used to carry out maintenance and construction work in school on large scale projects. If a contractor is employed directly the Office manager on behalf of the Headteacher is responsible for liaising with the Contractor regarding on site risk assessment and support will be provided, when necessary, from the site staff.

Staff are responsible for reporting any outstanding repairs to the Site staff and Headteacher. In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis.

## **5. Management of Asbestos in School**

There has been a full Asbestos survey carried out at the schools and follow up surveys. Schools within our trust have asbestos on site which is managed and have site maps identifying asbestos zones as part of their Asbestos Management Plan. All sites have staff trained in asbestos awareness which is reviewed annually. Contractors working on site are required to read and sign the asbestos register daily before carrying out works.

## **6. Violence & Aggression: Reporting Procedures**

The trust is committed to reducing the incidence of verbal and physical abuse towards staff in schools. Consequently, the School has determined the definition of violence at work as; "any incident where a member of staff is abused, threatened or assaulted in circumstances relating to their work". Staff must report these incidents using the approved Trust format which is completion of the incident form within the compliance system. The Headteacher will discuss the incident and any follow up action and support required from the member of staff.

## **7. Accident Reporting**

All accidents to employees, visitors and pupils must be reported on the academy's Accident report Form within the compliance system immediately. This will allow the central team lead by the Chief Operations and Finance Officer to investigate fully and determine if the accident is RIDDOR reportable. The investigation may take the form of interviews with staff, children and visitors and a site visit if required. Recommendations will be made through the compliance system to reduce the possibility of incidents reoccurring. Relevant staff will be assigned the task and this will be escalated to the Headteacher and then the central team if outstanding by the deadline. The Chief Operations and Finance Officer (COFO) will determine, in consultation with H&S if appropriate, if the accident is reportable under RIDDOR. The COFO will submit the report to the HSE if required. A copy of the report will be uploaded to the accident log on the compliance system.

## **8. First Aid Arrangements**

There are several first aiders in the schools. One first aider in each site carries responsibility for the first aid resources. Copies of their certificates are displayed in school so staff, visitors and pupils know who to approach if first aid is required.

## **9. Stress Management**

Northern Lights Learning Trust will support and discuss options with any staff that raise wellbeing issues, such as if they are experiencing significant stress at school or in their personal lives.

Where possible, support will be given by line managers or senior staff. This could be through:

- o Giving staff time off to deal with a personal crisis
- o Completing a risk assessment and following through with any actions identified
- o Reassessing their workload and deciding what tasks to prioritise
- o The trust buys staff absence insurance which provides support and welfare services to staff including counselling.
- o All schools have staff trained in mental health first aid allowing them to spot signs in staff struggling with stress management.
- o Wellbeing is a standing agenda item on staff meetings, admin monthly meetings and executive meetings.

At all times, the confidentiality and dignity of staff will be maintained.

## **10. Provision & Use of Work Equipment**

All work equipment must be suitable for the purpose for which it is intended and must not present a risk to the health and safety of the user or other people. Our risk assessment has shown that only work equipment, which presents a significant risk, is the use of ladders by the Site staff who have received appropriate information, instruction and training in the use of ladders.

## **11. Display Screen Equipment**

All staff are required to undertake a DSE assessment through an e-learning package. All relevant staff are then required to complete a self-assessment in their use of DSE. Office Managers will review any requirements that come from the DSE. The COFO will support this process when required

## **12. Personal Protective Equipment**

The office manager will arrange for the school to purchase PPE for any employee or worker, if it is determined necessary as a result of risk assessment, to ensure the health and safety of that person. It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance.

## **13. Manual Handling**

All manual handling tasks are eliminated or the risk to those involved reduced as far as is reasonably practicable by changing the work organisation (e.g., storage arrangements), use of mechanical aids etc. The site staff carry out the majority of manual handling and has received specific health and safety training in this respect. All staff have undertaken basic manual handling training.

## **14. Moving & Assisting People (*where appropriate*)**

Any school within the trust who has a pupil with special needs where moving and assisting people is necessary will carry out a full risk assessment to ensure the health and safety of the staff and the pupil. Any staff who may have occasion to lift those children will be provided with appropriate training.

## **15. Fire Precautions**

Staff must ensure that fire escape routes and final exit doors are kept clear at all times.

Art work must not cover emergency signage or fire alarm call points.

Fire drills are carried out each term and exits will be blocked on occasion so staff need to make time to familiarise closest and alternative evacuation routes and notices.

A quarterly inspection and maintenance of the fire alarm and emergency lighting system is carried in accordance with an SLA.

A record of risk assessment, tests and procedures is held on a cloud based system and would be available in the event of a site evacuation. .

## **16. Control of Substances Hazardous to Health**

Only the Site staff use chemicals and substances classified under the COSHH Regulations. These staff have been provided with specific COSHH Risk Assessments and training so that they know how to control risks to their health and others.

## **17. Electricity at Work**

The mains electrical system is required to be tested every 5 years, through a contract secured by the individual schools. This may be done as 20% each year to assist with budget requirements.

Portable electrical equipment is logged on an inventory and subject to annual examination and PAT test with each passed item being suitably certificated.

Staff or visitors must not bring electrical equipment from home for use at work unless it has been subject to satisfactory examination and test.

## **18. Prevention & Control of Legionellosis**

As part of Service Level Agreements, Sunderland Council and Hartlepool Council's Property Services department carry out annual risk assessments to determine what cleaning and disinfection is required to the water system in school. That treatment is carried out by an approved contractor. The copy certificate is held in school.

## **19. Boiler & Electrical Room Safety & Maintenance of Heating Plant**

As part of a Service Level Agreement, the Council's Property Services Section carry out an annual risk assessment to determine what servicing and maintenance is required to the heating plant. Copies of service records are held in school.

Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and staff. These areas are identified by safety signage and kept locked at all times.

## **20. Playground Safety**

All staff are responsible for the safety of children in the playground. There is always supervision by several staff with a first aider on duty. No child may leave the premises to retrieve balls etc. Any person on the outer perimeter fence should be questioned by staff and anyone who has concerns must immediately report this to the Headteacher.

Children sometimes play too boisterously or roughly and this should be channelled into games or other activities. Children must be supervised on the climbing equipment at all times. A rota is in place for safe use and equality of access. The quality of the surface is regularly reviewed by the Service agreement; however, staff should report damage or tripping hazards immediately to site staff or Headteacher.

## **21. Vehicle Movement on School Premises**

Only trust staff and visitors are allowed to park in the car park. Staff must park in allocated bays. Staff should be careful to observe lorries or delivery vans at all times. If staff notice any vehicle causing obstruction – particularly on the paths, they must report this immediately to the Office. Where schools have drop areas within the school grounds, parking is forbidden in these areas and they should be used for drop off and pick up only.

## **22. Outdoor Education Guidelines & School Trips**

The Educational Visit's Co-ordinator have prepared a comprehensive set of guidelines. The school has an appointed Educational Visit Co-ordinator.

School trips must be authorised by the Headteacher and are subject to formal risk assessment, parental consent and insurance arrangements.

The school administration team will make transport arrangements with an approved coach company. Details and information must be discussed with the Headteacher, so that appropriate risk assessment can be made and authorisation given for the visit.

## **23. Arrangements for New Staff**

All new staff are issued with and given a brief introduction to this policy by the Headteacher. Any queries should be directed in the first instance to the Headteacher.

## **24. Further Technical Information & Advice**

If technical advice is required, then any member of staff can contact:  
The company who has the SLA contract.

## **Appendix A**

### Statutory risk assessments

#### How to use this

- o Use our checklist to make sure you've got the risk assessments you need
- o For each risk assessment, we've set out the minimum areas that you need to cover
- o Note that you don't need a standalone health and safety risk assessment to meet your requirement to assess risks to your employees and others. However, make sure staff know exactly which risk assessments apply to their role, workplace and activities
- o On top of the risk assessments covered here, there might be other areas for which you need to assess risks, depending on your school's facilities and activities

RISK ASSESSMENT	AREAS TO COVER	✓	COMPLETED BY	REVIEW DATE
Workers under the age of 18	<p>This can be part of other risk assessments that you do to assess risks to the health and safety of employees, and doesn't need to be a standalone risk assessment. Any risk assessments that cover workers under 18 must take account of the:</p> <ul style="list-style-type: none"> <li>• Inexperience, lack of awareness of risks and immaturity of young persons</li> <li>• Fitting-out and layout of the workplace and the workstation</li> <li>• Nature, degree and duration of exposure to physical, biological and chemical agents</li> <li>• Form, range and use of work equipment, and the way in which it is handled</li> <li>• Organisation of processes and activities</li> <li>• Extent of the health and safety training provided or to be provided to young persons</li> </ul>	<input type="checkbox"/>		
Asbestos	Assess whether asbestos is, or is liable to be, present in your school.	<input type="checkbox"/>		
Substances hazardous to health	<p>Take into account:</p> <ul style="list-style-type: none"> <li>• The hazardous properties of the substance</li> <li>• Information on health effects provided by the supplier, including information in any relevant safety data sheet</li> <li>• The level, type and duration of exposure</li> <li>• The circumstances of the work, including the amount of the substance involved</li> <li>• Activities, such as maintenance, where there is the potential for a high level of exposure</li> <li>• Any relevant occupational</li> </ul>	<input type="checkbox"/>		



	<p>exposure standard, maximum exposure limit or similar occupational exposure limit</p> <ul style="list-style-type: none"> <li>• The effect of preventive and control measures, which have been or will be taken</li> <li>• The results of relevant health surveillance</li> <li>• The results of monitoring of exposure</li> <li>• In circumstances where the work will involve exposure to more than one substance hazardous to health, the risk presented by exposure to such substances in combination</li> <li>• The approved classification of any biological agent</li> <li>• Any additional information you may need to complete the risk assessment</li> </ul>			
<p>Display screen equipment</p>	<p>Use this to assess and minimise risks to employees using display screen equipment.</p>	<input type="checkbox"/>		
<p>Fire</p>	<p>Use this to identify the risks that people are exposed to and determine the fire precautions you need to take. If there are, or are likely to be, dangerous substances on your premises, the risk assessment must take into account:</p> <ul style="list-style-type: none"> <li>• The hazardous properties of the substance</li> <li>• Information on safety provided by the supplier, including information contained in any relevant safety data sheet</li> <li>• The circumstances of the work including: <ul style="list-style-type: none"> <li>o The special, technical and organisational measures and the substances used and their possible interactions</li> <li>o The amount of the substance involved</li> <li>o Where the work will involve more than one dangerous substance, the risk presented by such substances in combination</li> <li>o Arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances</li> </ul> </li> <li>• Activities, such as maintenance, where there is the potential for a high level of risk</li> <li>• The effect of measures which</li> </ul>	<input type="checkbox"/>		

	<p>have been or will be taken to control the risks of fire</p> <ul style="list-style-type: none"> <li>• The likelihood that an explosive atmosphere will occur and its persistence</li> <li>• The likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective</li> <li>• The scale of the anticipated effects</li> <li>• Any places which are, or can be connected via openings to, places in which explosive atmospheres may occur</li> <li>• Any additional safety information the responsible person may need to complete the assessment</li> <li>• The specific risks of having employees aged under 18</li> </ul>			
<p>First aid</p>	<p>Use this risk assessment to determine what first aid provision your school needs to provide in addition to the basic requirements.</p>	<input type="checkbox"/>		
<p>Manual handling</p>	<p>Where you can't avoid employees doing manual handling operations that involve a risk of injury, do a risk assessment. This must take into account the following factors and questions.</p> <p><b>Tasks</b> Do they involve:</p> <ul style="list-style-type: none"> <li>• Holding or manipulating loads at distance from trunk?</li> <li>• Unsatisfactory body movement or posture, especially twisting the trunk, stooping or reaching upwards?</li> <li>• Excessive movements of loads, especially excessive lifting or lowering distances, or excessive carrying distances?</li> <li>• Excessive pushing or pulling of loads?</li> <li>• Risk of sudden movement of loads?</li> <li>• Frequent or prolonged physical effort?</li> <li>• Insufficient rest or recovery periods?</li> <li>• A rate of work imposed by a process?</li> </ul> <p><b>Loads</b> Are they:</p> <ul style="list-style-type: none"> <li>• Heavy?</li> <li>• Bulky or unwieldy?</li> <li>• Difficult to grasp?</li> <li>• Unstable, or with contents likely to shift?</li> <li>• Sharp, hot or otherwise</li> </ul>	<input type="checkbox"/>		

	<p>potentially damaging?</p> <p><b>Working environment</b> Are there:</p> <ul style="list-style-type: none"> <li>• Space constraints preventing good posture?</li> <li>• Uneven, slippery or unstable floors?</li> <li>• Variations in level of floors or work surfaces?</li> <li>• Extremes of temperature or humidity?</li> <li>• Conditions causing ventilation problems or gusts of wind?</li> <li>• Poor lighting conditions?</li> </ul> <p><b>Individuals' capabilities</b> Does the job:</p> <ul style="list-style-type: none"> <li>• Require unusual strength, height, etc.?</li> <li>• Create a hazard to those who might reasonably be considered to be pregnant or have a health problem?</li> <li>• Require special information or training to do it safely?</li> </ul> <p><b>Other factors</b> Is movement or posture hindered by personal protective equipment or clothing?</p>			
Work at height	Use this risk assessment to identify the measures you need to put in place to make sure that work at height is done safely.	<input type="checkbox"/>		
Children being drawn into terrorism	Base this on your understanding of the potential risks in your context.	<input type="checkbox"/>		
Educational Visits	Each school visit should be risk assessed individually to take into account the potential risks from travel arrangements, activities, other visitors at the venue and supervision.			
Swimming pools	If you have your own swimming pool in your school, do an assessment of the risks to workers and users to help decide what you need to do to make your pool safe.	<input type="checkbox"/>		
Coronavirus	Identify the measures needed to reduce the risks from coronavirus so far as is reasonably practicable.	<input type="checkbox"/>		

Appendix B  
Risk Assessment Template

Risk Assessment Title					
Risk Assessor name and role					
Date					
IMPACT LEVEL	PROBABILITY				
	(Of the risk occurring through the lifeline of the activity)				
	Very Unlikely	Unlikely	Possible	Likely	Very Likely
Crisis	Moderately High	Moderately High	Severe	Severe	Severe
Critical	Moderately Low	Moderately High	Moderately High	Severe	Severe
Moderate	Minor	Moderately Low	Moderately High	Moderately High	Moderately High
Marginal	Minor	Minor	Moderately Low	Moderately Low	Moderately Low
Negligible	Minor	Minor	Minor	Minor	Minor
Risk identified	Risk Rating (using matrix above)	Control measures		Residual risk rating (using matrix above)	Is the risk eliminated or reduced to an acceptable level with the control measures? (If no please identify additional actions to be taken or STOP the activity)